

11 CODIS ACCESS, DATA SECURITY, AND COMMUNICATION	Page 1 of 1
CODIS OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 3
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<p>11 CODIS ACCESS, DATA SECURITY, AND COMMUNICATION</p> <p>11.1 The user ID of each individual with access into the CODIS system must be different. NO SHARING OF USER ID OR PASSWORD IS PERMITTED.</p> <p>11.2 Password access to the CODIS system in each laboratory will be limited to individuals whose job function requires access to information contained in the CODIS system.</p> <p>11.2.1 The granting of access rights and the level of access granted to each individual will be determined by the Local System Administrator in consultation with the section supervisor of the laboratory and the State System Administrator.</p> <p>11.3 The data within all CODIS levels in Virginia will be backed up onto storage devices on a daily basis, or at a minimum, on each day that new data is entered into CODIS.</p> <p>11.3.1 CODIS data for the last 5 backup sessions in the Eastern, Northern, and Western Laboratories will be maintained.</p> <p>11.3.2 CODIS data for the last 10 backup sessions in the Central Laboratory will be maintained.</p> <p>11.3.3 One set of backup data for each laboratory, to be updated weekly, will be kept in a physically separate location. The State System Administrator will be notified in writing of the storage location by the Local System Administrator.</p> <p>11.4 The CODIS software in the regional laboratories will only communicate and exchange data with CODIS in the Central Laboratory via the Criminal Justice Information Services Wide Area Network (CJIS-WAN). SDIS in the Central Laboratory will communicate and exchange data with NDIS via the CJIS-WAN.</p> <p>11.4.1 Remote access of any laboratory's server and workstations using software such as "pcAnywhere" via the CJIS-WAN will only be granted, on a case-to-case basis, by the System Administrator, or designee, of that laboratory or the State System Administrator or designee. Such access will be granted for purposes such as CODIS training, software troubleshooting and repairs, and software upgrades.</p> <p>11.4.2 The configuration for communication via the CJIS-WAN will not be changed without the explicit instructions of the State System Administrator, upon instructions from the FBI or SAIC.</p> <p>11.5 The configuration of the CODIS network may be changed by the State System Administrator in consultation with the FBI, SAIC, and/or DFS management and IT staff.</p> <p style="text-align: right;">◆END</p>	